DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1622

Page

of i

Agency

Department of Public Safety and Correctional Services Division/Unit

Division of Pretrial
Detention and Services

Item	Description	Retention
No.	Supercedis 1222	
1.	PRETRIAL RELEASE SERVICES PRETRIAL RELEASE SERVICES "BAILED OUT" (NOT UNDER PRETRIAL SUPERVISION) CASE FILES A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case	Retain at Hdors. for six (6) months, then send to State Record
	file contains the following records: A. Baltimore City Detention Center Face Sheet B. Assessment Forms (When necessary) C. Data Checklist D. Statement of Charges E. Records Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.) F. Bail Recommendation Form G. Case Record Sheet (Investigative Notes)	Center for five (5) years, then destroy
	PRETRIAL RELEASE SERVICES "MONITORING UNIT" (ONCE-A-WEEK SUPERVISED VIA TELEPHONE CALL OR IN PERSON; AND/OR DIVERSION (FIRST TIME) A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case file contains the following records:	
	A. Statement of Charges B. Bail Recommendation Form C. Records Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.) D. Case record sheet (Investigative Notes) E. Recognizance Form F. Call-in Record Sheet G. Diversion Contract H. Assessment Form I. Urinalysis Test Result Printouts	
Agency,	Approved by Department, Schedule Authorized by State n Representative. Date 7/1/99	Archivist

DGS 550-1 (Rev. 1/93)

Typed Name Paul E. Brown

Signature 54

May 31, 1994

Title Special Assistant to the Commissioner

Date

Signature_

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. 1622

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Agency
Department of Public Safety

Division/Unit

and Correctional Services Deter		ion of Pretrial tion and Services	
tem Vo.	Description	Retention	
	PRETRIAL RELEASE SERVICES "CONDITIONAL		
	RELEASE" (INTENSIVE SUPERVISION; DRUG;		
	ALCOHOL; DWI, ETC.) CASE FILES		
	A case file is a pre-printed 8 1/2 X 11		
	manilla folder. The average case file		
	contains the following records:	·]	
	A. Statement of charges		
*	B. Bail Recommendation form		
	C. Record Checks (CJIS, Traffic, Criminal	•	
	Baltimore City Police Department, etc. D. Case record sheet (Investigative Notes	}	
	E. Recognizance Order		
,	F. Call-in Record Sheet		
	G. Assessment forms		
	H. Treatment Facility Progress Report	·	
	I. Rescinding Order		
	J. Performance letter to court on date of trial		
	K. Urinalysis test result printouts		
2.	REPORT FILES		
	Consisting of statistical data kept on a	Retain in Hoors. fo	
	weekly, monthly, quarterly, semi-annually	three (3) calendar	
	or annual basis by fiscal and calendar	years, then destroy	
	years.		
з.	GENERAL CORRESPONDENCE		
•	Subject apparament of oniming a service		
	Subject arrangement of original incoming letters, copies of outgoing letters,	Screen annually and destroy that materi	
	memoranda, studies, reports, directives.	no longer meededfo	
	policies, and other materials related to	current business.	
	the administration of the agency.	Directives, policie	
		and other material	
		related to the	
		planning and policy that illustrate the	
		development, of the	
		agency retain	
•		permanently for	
		eventual periodic	
		transfer to the	

DGS 550-1A (Rev. 1/93)

State Archives.

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of			
perartment/AGENCY partment of Public Safety and Correctional Services DEFINITION - Records Series - A group of related record	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center			
DELINITION - Records Selies - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.			
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR			
PRETRIAL RELEASERSERVICES		<u>1991</u> то			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)			
Pretrial Release Services "Bailed Out" (Not Under Pretrial Supervision) Case Files Pretrial Release Services "Monitoring Unit" (Once-a-week Supervised Via Telephone Call or in Person; and/or Diversion) (First Time) Pretrial Release Services "Conditional; Release" (Intensive Supervision; Drugs; Alcohol; DWI, etc.) Case Files					
		<u>,</u>			
	·	`			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME			
▼ Letter Size □ Microfilm	Manufaction	Xo File Drawer(s) □ Microfilm Reel (s)			
▼ Letter Size	X⊅ Alphabetical	Computer Tape (s)			
□ Computer Tape	□ Numerical	Other (Specify)			
		10			
□ Bound Book □ Floppy Disk	□ Chronological	Number			
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION A File Drawer (s)			
□ Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s)			
		□ Computer Tape(s)			
·		Other (Specify)			
		Number			
		1.			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
X Daily □ Weekly □ Monthly	5_1/2	Month(s) Xo Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)			
Pretrial Release Services	·				
Baltimore City Detention Center	□ Yes	X No			
	· · · · · · · · · · · · · · · · · · ·				
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS				
X Yes Federal Privacy & Segurity	□ None ἄ State □	Federal 🗆 Independent			
ACT None & State Federal Independent ACT					
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. RECOMMENDED RETENTION Retain at Hdqtrs. for six (6) months, then send to State Records Center for five (5) years, then destroy.					
□ Yes 🐰 No					
C.D. C					
CHARBANGTINE DE PREDDAER	20. TELEPHONE NUMBER	21. DATE			
Richard A. Bradley	410-637-1361	May 31; 1994			

DGS 550-4 (Revised 1/93)
Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY	
SCHEDULE (DGS 550-1)		Page Of3	
DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
epartment of Public Safety	Division of Pretrial	Baltimore City Detention	
and Correctional Services	Detention and Services	Center	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
		<u>1991 _{TO}</u>	
PRETRIAL RELEASE SERVICES		1331 10	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
REPORT FILES			
Consisting of Statistical Data kept basis by fiscal year and calendar y		rly, semi-annually or annual	
·			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
	6. RECORD SERIES SEQUENCE	X File Drawer(s)	
Letter Size	☆ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)	
□ Legal Size □ Computer Tape	Numerical	□ Other (Specify)	
☐ Bound Book ☐ Floppy Disk	□ Chronological	5 Number	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION	
'	- '	XD File Drawer (s) ☐ Microfilm Reel (s)	
Other (Specify)	Other (Specify)	□ Computer Tape(s)	
		Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
∑2 Daily □ Weekly □ Monthly	3	Month(s) X Year(s)	
A,	Number	()	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)	
Pretrial Release Services	□ Yes	òX No	
Baltimore City Detention Center			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	, 16. AUDIT REQUIREMENTS	v apper motel (t)	
□ YesX□ No	□ None 🔏 State □	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	•	
describe any hardware/software)	Retain in Hdqtrs. for three (3) calendar years, then		
□ Yes X ₀ No	destroy.		
RIB CO			
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE	
Communication/Fleet Coordinator	410-637-1361	May 31, 1994	

DGS 550-4 (Revised 1/93)
Figure 1

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY		
		Page Of3		
partment of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	Baltimore City Detention		
DEFINITION - Records Series - A group of related record		Center		
	de normally med and used as a unit for reservice as			
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
PRETRIAL RELEASE SERVICES		<u>1991</u> то		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)		
GENERAL CORRESPONDENCE				
Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.				
,	•			
·				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Xo Letter Size Microfilm	□ Alphabetical	X File Drawer(s) D Microfilm Reel (s)		
Legal Size Computer Tape	Ma Numerical	Computer Tape (s) Other (Specify)		
□ Bound Book □ Floppy Disk	□ Chronological	Number		
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION XD File Drawer (s)		
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s)☐ Computer Tape(s)		
	,	Other (Specify)		
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
rW Doily on Wants.		Month(a) T Vegr(a)		
cX Daily □ Weekly □ Monthly	1 Number	Month(s) 🔀 Year(s)		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)		
Preficial Release Services Baltimore City Detention Center	□ Yes	X No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS				
□ Yes • X No	□ None Xo State □ F	ederal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. ETC.				
Yes ANO	Lor Carrent Sustness. E/C,			
PUBLICATION OF SAFFARER	20. TELEPHONE NUMBER	21. DATE		
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	May 31, 1994		

DGS 550-4 (Revised 1/93)
Figure 1